

JOB DESCRIPTION

JOB DETAILS	
Job Title	Assistant Practitioner
Reports to	B6-Specialist Therapist
Band	Band 4
Department/Directorate	WEB-Community Rehabilitation

JOB PURPOSE

The role of the Assistant Practitioner is to support the Nursing and Therapy practitioners by undertaking delegated aspects of their role for which they will have been trained and deemed competent. The Assistant Practitioner on completion of training always continues to act under the guidance of a registered practitioner.

The Assistant Practitioner does not require daily supervision and should be able to take responsibility for their work within pathways of care and that of others within a broad framework laid down by and as directed by the supervisor of practice.

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES

The post holder will work as part of the Adult Health and Social Care Team delivering health and/or social care that focus on the direct need of patient/service users, within the home environment or alternative care setting.

The post holder will work autonomously within the clearly defined boundaries of their assistant practitioner competencies and carry out specific delegated clinical tasks and responsibilities that may cross professional demarcations of care.

As part of the multi-disciplinary team, they will provide a key role in providing care and support to individuals as specified in a written care or service plans, in a range of environments as outlined.

The objectives are to support people, who need help because of age, disability or personal circumstances, to enable them to remain in their own homes or alternative care setting with as much independence as possible.

To participate in the assessment process and contribute to the on-going monitoring and review of the goals set for an individual by the Adult Health and Social Care Team.

To ensure that all activities undertaken with the patient, relative, carers or other people involved follow the policies and procedures laid down nationally and locally.

There will be an element of lone working, remote working without direct supervision and supervising, teaching and involvement with the development of peers and other relevant team members, carers and clients.

The post holder will fulfil all tasks and work as part of a team to meet the needs of the service. The post holder may be required to work in other areas as appropriate as directed by the line manager.

To work as part of the multi-disciplinary Adult Health and Social Care Team to prevent admission and support early discharge from acute and community hospitals.

To assist and promote independent social and living skills based on a person centred approach.

To assist in the delivery of nursing and or therapy interventions as appropriate.

To feedback any outcomes/concerns/progression/deterioration with regard to the achievement of the set goals.

To maintain patient records using appropriate documentation for intervention carried out.

To enable and empower patients to develop self and environmental management skills.

To promote and facilitate access to community resources.

Enable individuals to sustain and improve their overall health and wellbeing.

Identify, act and minimise risk to patients and clients.

KEY WORKING RELATIONSHIPS

Areas of Responsibility:

To work as part of the multi-disciplinary Adult Health and Social Care Team to prevent admission and support early discharge from acute and community hospitals.

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No. of Staff reporting to this role: (Not applicable)

The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis (Delete/amend as necessary)

In addition the post holder will deal with the wider healthcare community, external organisations and the public. (Delete/amend as necessary)

This will include verbal, written and electronic media. (Delete/amend as necessary)

Of particular importance are working relationships with:

Patients, Relatives and Carers

Community Nursing Team

Senior Nurse Community

Community Services Managers

Community Matron

Adult Health and Social Care

Community Hospitals

General Practitioners and other members of the Primary Health Care Team

Palliative Care Teams

Continuing Healthcare

Safeguarding Lead/Team and Care Home Educators

Rapid Intervention Centre/Rapid Response

Statutory and Voluntary Agencies

Secondary Care Providers including Discharge Teams

Specialist Nurses

Out of Hours Services

Adult Mental Health Teams

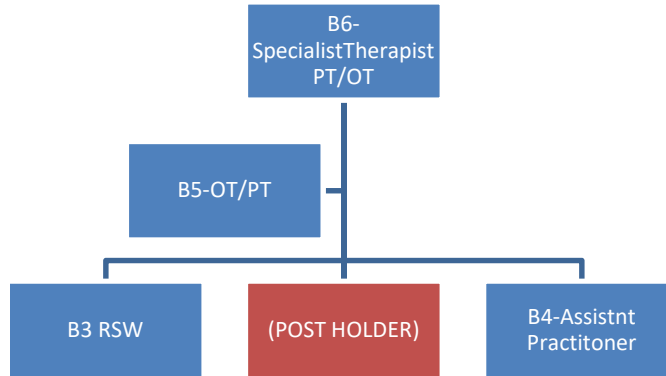
Public Health Teams

Other Agencies/Providers

ORGANISATIONAL CHART

The structure chart should show at least immediate manager; the post holder (text emboldened); direct reports (job titles and number of role holders).

To amend the structure chart, click into one of the boxes which allows you to amend the job titles and add in other levels, using the plus/minus/arrow functions – see management guidance and toolkit for more information on how to create or amend this organisational chart (Link **TO BE ADDED**).



FREEDOM TO ACT

Work is managed rather than directly supervised.

Work within organisational Policies, Procedures and Standard Operating procedures (SOP)

May be required to take decisions alone and then escalate to the registered nurse, nurse specialist (community) or therapist.

Can identify through risk assessment when to escalate to : Registered Nurse, Therapist, Nurse Specialist Community, Therapy Practitioner, Community Nurse Team Manager, Senior Nurse Community, Professional Lead for Therapy and Community Services Manager and if required the use of the on-call escalation process and other healthcare professionals.

COMMUNICATION/RELATIONSHIP SKILLS

Exchange information with patients/clients requiring support, tact and reassurance.

Form professional relationships with patients/clients and communicate and cooperates with them in a way that respects their views, autonomy and culture.

Constructively manage barriers to effective communication and works cooperatively with patients and team members.

Instruct and guide individuals/groups of patients in therapeutic/nursing programmes and activities.

Understand the implications of the Mental Capacity Act and acts to assess capacity as appropriate.

Understand the safeguarding adult's issues and act within the guidance of the policy to keep adults within their care safe.

Able to keep accurate contemporaneous documentation using and supporting the organisation's documentation.

Report effectively to the relevant team on patients' progress.

Communicate with other staff and agencies as appropriate in written and oral format to report on patient progress.

Attend meetings and feedback relevant information.

Assist in obtaining valid patient consent and work within a legal framework with patients who lack capacity to consent to treatment.

Contribute to multi-disciplinary meetings and case conferences helping to ensure that there is an integrated approach which benefits the patient's overall care and discharge plans.

ANALYTICAL/JUDGEMENTAL SKILLS

Carries out delegated assessment of patients and their condition and monitors the patient's response to intervention.

Undertake delegated risk assessments providing accurate feedback to the team as necessary e.g. in relation to lone working.

Recognise the need for further advice, guidance and support as appropriate.

PLANNING/ORGANISATIONAL SKILLS

The post holder will be expected to:

Support the planning, implementing and evaluating programmes of care for individual patients.

Work without direct supervision of the registered practitioner in the implementation of programmes of care appropriate to the community and evaluate the effectiveness of interventions and feedback appropriately.

Prioritise own tasks under the appropriate delegation of the registered practitioner.

Liaise with other providers regarding care provision.

PATIENT/CLIENT CARE

To always work within clearly defined accountability framework.

To demonstrate clinical competence developed through continual professional development, reflective practice and maintain a skills portfolio relevant to the service specification.

To undertake training to develop a range of knowledge and skills in order to deliver high quality clinical interventions.

To recognise and appropriately address risk factors to patients/clients and carers within their healthcare setting and feedback appropriately to the registered practitioner/nurse.

To undertake delegated nursing interventions, identify any changes in the patient's condition and refer and feedback to the appropriate professional.

To report any untoward incidents, complaints and clinical emergencies to the appropriate professional within the appropriate timescales.

To prevent adverse effects on health and wellbeing.

To support good health for all patients within the local community.

POLICY/SERVICE DEVELOPMENT

To work to Trust Policies, Procedures and Standard Operating Procedures (SOP).

To maintain Trust Standards of Clinical Governance.

To support Professional Standards of Practice

FINANCIAL/PHYSICAL RESOURCES

Support the efficient use of resources

Assist with maintaining stocks and supplies

Prescribing equipment from community equipment store

Order equipment & resources as agreed or directed.

Ensure safe and efficient use of stock and equipment.

Ensure equipment is checked appropriately.

Report any equipment defects.

Demonstrate and instruct the use of equipment to ensure safety.

Understand and apply the eligibility criteria for services.

HUMAN RESOURCES

Supporting the training and development of new staff, pre-registration students, those undertaking Care Certificate, work experience students, support workers, formal and informal carers.

Individual responsibility for ensuring attendance at mandatory training.

Be prepared to share knowledge and experience both formally and informally.

Take a flexible approach in supporting colleagues during times of caseload pressures.

Participate in the training and induction of other staff/students as appropriate.

Participate in supervision and appraisal process, identifying own areas of development, & undertaking relevant activities to meet objectives set in Personal Development Plan.

Teach therapy related skills and techniques to other support staff e.g. care home staff.

Keep a record of own training and development, maintain a portfolio, working to sustain acquired competencies for the post.

INFORMATION RESOURCES

Inputting, storing and providing information on relevant IT systems and patient records.

Accurately completing and maintaining effective patient records including confidentiality issues.

Completing activity data using the Trust agreed data collection sets.

RESEARCH AND DEVELOPMENT

Contribute to developing own and team evidenced based practice including research and involvement in the audit process.

PHYSICAL SKILLS

A range of clinical skills including e.g. dexterity and accuracy for therapy and nursing interventions.

PHYSICAL EFFORT

Daily work involves frequent driving, sitting/standing, walking, moving equipment and manual handling in restricted positions.

Working hours negotiated according to service need.

Moving & Handling in relation to equipment and resources required for therapeutic rehabilitation.

Treatment will necessitate frequently working in restricted positions or limited space.

Moving & Handling of patients in relation to assessment, treatment and rehabilitation which at times may require prolonged physical effort for example during balance groups.

Work in the community where appropriate equipment is often not available. (e.g. moving & handling equipment)

Use of IT equipment.

MENTAL EFFORT

Understanding of a range of procedures which are evidenced based:

Community procedures

Clinical observations

Basic life support

Support assessing, planning, implementing and evaluating patient care

Infection control

Instigate emergency procedures i.e. finding a collapsed patient and commencing basic life support.

Accurately completing and maintaining effective patient's records including addressing confidentiality issues.

Work pattern is unpredictable and subject to interruption i.e. calls being prioritised, other work colleagues, family/patient/carers needs.

Ability to use and concentrate for long periods using IT.

EMOTIONAL EFFORT

Caring for patients at end of life, chronic conditions and their families, carers and friends. This may include supporting patients, relatives and carers in dealing with emotional circumstances.

Working with patients with mental health, learning disabilities and challenging behaviour.

Ability to cope and deal with areas of conflict.

WORKING CONDITIONS

Frequent daily contact with:

- Body fluids e.g. faeces, vomit
- Smells
- Infections
- Dust
- Occasional exposure to unpleasant working environment
- Driving hazards
- Transportation of samples in own vehicle
- Visual Display Unit (VDU)

OTHER RESPONSIBILITIES

Take part in regular performance appraisal.

Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling

Contribute to and work within a safe working environment

You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

You must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health, Human Resources or other sources.
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
- Undertake a Display Screen Equipment assessment (DES) if appropriate to role.

APPLICABLE TO MANAGERS ONLY – delete section if not applicable

Leading the team effectively and supporting their wellbeing by:

- Championing health and wellbeing.
- Encouraging and support staff engagement in delivery of the service.
- Encouraging staff to comment on development and delivery of the service.
- Ensuring during 1:1's / supervision with employees you always check how they are.

DISCLOSURE AND BARRING SERVICE CHECKS – delete section if not applicable

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.

GENERAL

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

PERSON SPECIFICATION

Job Title	Assistant Practitioner
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Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING		
Foundation Degree or working towards Programme or Equivalent relevant qualification	E	
National Vocational Qualification (NVQ) Level 3: Credit Framework QCF	E	
KNOWLEDGE/SKILLS		
Knowledge/ understanding of promoting independence.		D
Awareness of Health and Social care.	E	
Knowledge of client conditions related to therapy/nursing setting.		D
Demonstrate a commitment to lifelong learning.		D
Basic IT Skills	E	
EXPERIENCE		
Experience of working in a Health and Social Care Setting	E	
Experience of training others in technical skills/life skills.		D
PERSONAL ATTRIBUTES		
Ability to work single handed.	E	
Ability to work under pressure and with flexibility.	E	
Basic computer skills.	E	
Competent listening and observation skills.	E	
Good communication skills, written and verbal.	E	
Positive interpersonal skills.	E	
Good co-ordination/organization skills.	E	
Ability to work as part of a team.	E	
Ability to teach technical skills/life skills to clients.	E	

Able to contribute to the training of other staff/students.		D
OTHER REQUIREMENTS		
The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by Trust.	E	
To be willing to work throughout the Trust	E	
Flexible working re working in a range of clinical settings and environments and shift patterns.	E	
Able to travel to meet needs of the job	E	

		FREQUENCY			
		(Rare/ Occasional/ Moderate/ Frequent)			
WORKING CONDITIONS/HAZARDS		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	Y				X
Contact with patients	Y				X
Exposure Prone Procedures	N				
Blood/body fluids	Y				X
Laboratory specimens	Y				X
Hazard/Risks requiring Respiratory Health Surveillance					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	N				
Respiratory sensitisers (e.g isocyanates)	N				
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	N				
Animals	N				
Cytotoxic drugs	N				
Risks requiring Other Health Surveillance					
Radiation (>6mSv)	N				
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m3)	N				
Noise (over 80dBA)	N				
Hand held vibration tools (=>2.5 m/s2)	N				
Other General Hazards/ Risks					
VDU use (> 1 hour daily)	Y				X
Heavy manual handling (>10kg)	Y			X	
Driving	Y				X
Food handling	N				
Night working	N				
Electrical work	N				
Physical Effort	Y				X
Mental Effort	Y				X
Emotional Effort	Y				X
Working in isolation	Y		X		
Challenging behaviour	Y		X		